

# BOARD OF SUPERVISORS

## Brown County



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### **ADMINISTRATION COMMITTEE**

Steve Fewell, Chair  
Kris Schuller, Vice Chair  
David Steffen, Thomas De Wane, Tim Carpenter

### **ADMINISTRATION COMMITTEE**

**Thursday, May 31, 2012**

**5:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

### **\*\*NOTE DATE AND TIME\*\***

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 26, 2012.

1. **Review Minutes of:**
  - a. Housing Authority (April 16, 2012).

### **Communications**

2. Communication from Supervisor Vander Leest re: Request for a Summary of the top 25 employers in Brown County to determine employee health care contributions and other employee benefits provided. *April Admin: Refer back to Admin Cmte & Exec Cmte.*

### **County Clerk**

3. Budget Status Financial Report for March, 2012.
4. Staffing Updates.

### **Child Support Agency**

5. Director's Report.

### **Information Services**

6. Budget Status Financial Report for March, 2012.
7. Information Services Report.

### **Human Resources**

8. Budget Status Financial Report for March, 2012.
9. Human Resources Activity Report for April, 2012.
10. Director's Report.

### **Department of Administration**

11. Budget Status Financial Report for March, 2012.
12. Financial Statement Results – Unaudited, as of March 31, 2012.
13. 2012 Budget Adjustment Log.

14. Review of Purchasing Policy. *Motion at Exec: To refer to Admin to discuss the drafting of a Resolution or Ordinance relative to Purchasing. April Admin: To hold for one month.*
15. Director's Report.

**Corporation Counsel** – No agenda items.

**Treasurer** – No agenda items.

**Other**

16. Audit of bills.
17. Such other matters as authorized by law.

Steve Fewell, Chair

**Attachments**

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 26, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Steven Fewell, Tom De Wane, Tim Carpenter, Dave Steffen, Kris Schuller

**Also Present:** Rebecca Lindner, Kristen Hooker, Debbie Klarkowski, Kerry Blaney, Maria Lasecki, Kevin Raye, Laura Workman, Troy Streckenbach, Carolyn Maricque, Darlene Marcelle, Sandy Juno, Brian Shoup, Barbara West, Media

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**I. Call to Order.**

The meeting was called to order by Supervisor Fewell at 5:34 p.m.

**II. Approve/Modify Agenda.**

Motion made by Supervisor De Wane, seconded by Supervisor Fewell to move Corporation Counsel to follow Item VI and approve agenda as modified. Vote taken. MOTION CARRIED UNANIMOUSLY

**III. Election of Chair.**

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to nominate Steve Fewell as Chairman of the Administration Committee.

Nominations closed.

Steve Fewell elected as Chairman of the Administration Committee by unanimous ballot.

**IV. Election of Vice Chair.**

Motion made by Supervisor De Wane, seconded by Supervisor Fewell to nominate Kris Schuller as Vice Chairman of the Administration Committee.

Nominations closed.

Kris Schuller elected as Vice Chairman of the Administration Committee by unanimous ballot.

**V. Set date and time for regular meetings.**

Motion made by Supervisor Steffen, seconded by Supervisor De Wane to hold monthly meetings of the Administration Committee at 5:00 p.m. on the fourth Thursday of each month. Vote taken. MOTION CARRIED UNANIMOUSLY

**VI. Approve/Modify Minutes of March 22, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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### Communication

1. **Communication from Supervisor Vander Leest re: Request for a summary of the top 25 employers in Brown County to determine employee health care contributions and other employee benefits provided. Referred from April County Board.**

Chair Fewell stated that he received a call from Supervisor Vander Leest who indicated that he was running late and asked that this communication be held until his arrival.

*Although shown in the proper format here, this communication was addressed after Item 16 upon the arrival of Supervisor Vander Leest.*

Supervisor Vander Leest stated that he had recently attended two public sessions and from discussions regarding County Board health insurance benefits, it was almost unanimous that attendees felt the County Board supervisors should not be provided with health care benefits. The second point brought up and discussed was whether the amount paid by County employees towards their health insurance was appropriate compared to what people pay in the private sector. Vander Leest felt it would be wise to study the top 25 private employers in Brown County to see what portion their employees provide towards health insurance premiums and then make a decision for the upcoming budget on what we should expect from Brown County employees.

Vander Leest continued that from studies he had reviewed it appeared that the general trends are that those employed in the private sector in Brown County are paying close to 25% of health insurance premiums and he felt that gathering data from the top 25 employers would help show where Brown County should be. He felt that information should be studied for a 3 – 4 year timeframe. He also felt that this is something that should be corrected to be more in line with the private sector. Vander Leest continued that he had spoken with HR Manager Debbie Klarkowski about this and was informed that these discussions would be happening at Executive Committee, but he felt that this should be referred wherever the Admin. Committee saw fit. He asked Klarkowski to comment on this and also stated that this applied to short term and long term disability insurance as well.

Klarkowski stated that from a budget standpoint discussions regarding 2013 have already begun and she also stated that she had spoken to the Executive Committee in March as far as what is being planned and further that a recommendation will be made to the Executive Committee. Klarkowski continued that she does have information on trends throughout the State of Wisconsin for both public and private employers but it was her understanding that Vander Leest would prefer that company-specific data be gathered and used instead of statewide trends. She felt this would be a lot of data to collect but they can certainly go out and see what they can gather.

Supervisor De Wane questioned if a motion should be made to refer this to the Executive Committee, but Fewell felt that Admin. may be the appropriate beginning for this discussion. Vander Leest stated he wished to bring his perspective forward and that at both public hearings he attended, by show of hands, most people felt that government employees should be paying closer to what is paid in the private sector for insurance.

De Wane asked if Vander Leest was referring to all government employees including state and federal or if he was referring to elected County Board officials. Vander Leest stated that he was referring to local elected County officials, but he also felt the idea of all County employees paying more towards their health insurance similar to what the private sector does should be examined.

Fewell felt that it was hard to look at insurance only but rather that this should be looked at as an entire package. He felt that if some County employees are being paid quite a bit less than what they would make in the private sector for a similar job, then increasing insurance costs may not be appropriate. He wanted to be fair to employees and felt this would need a hard look so that benefits that sometimes help compensate for the

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lack of wage are not taken away as this could result in the loss of good employees based on the fact that they are being paid a lower salary and also had their benefits cut. Vander Leest responded that there would be information available to look at how County employees are being compensated in connection with their total benefit package and further he had not heard that the total compensation the County provides employees is not at an appropriate level.

Supervisor Steffen agreed with Fewell in that the whole package should be looked at but he also felt that there was a benefit to working for a governmental organization in that an employee does not have to worry about it closing up which has some value. Steffen also felt that more information would be helpful but he questioned what the success rate might be of obtaining this information from local businesses and suggested that perhaps the Chamber of Commerce may have information that may be helpful.

Schuller asked what the next step would be and Vander Leest stated that it was up to this Committee to decide to refer it to the Executive Committee or direct staff to gather more information. Schuller felt that an opinion from Corporation Counsel may be appropriate as to where this issue should be directed. Klarkowski's understanding is that when the subject matter deals with the County as a whole or all employees, it is handled by Executive Committee. She did not have a preference as to where this goes; she just needs direction as to which Committee to bring information to. Fewell felt that the more supervisors who are aware of an issue at the committee level the better so to him to have it at Admin. and Executive would be advantageous to make more supervisors aware of it.

**Motion made by Supervisor Steffen, seconded by Supervisor Schuller to refer back to Administration Committee and Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Resolution

##### 1a. **Resolution re: 2011 Budget Overdraft and Shortfall Appropriations.**

Interim Director of Administration Carolyn Maricque stated that this resolution is presented for departments that did not meet their budgets due to shortfalls of revenue. The UW-Extension shortfall resulted from less than anticipated donations and charges for classes while the Register of Deeds shortfall is due to less than anticipated transfer taxes and copy sales. Chair Fewell wished to make it clear that this does not mean that the Register of Deeds lost money. He stated that the ROD typically returns money to the general fund, however, this year they simply did not return as much as they had originally predicted they would.

Steffen felt the shortfall of the Register of Deeds was a significant amount and asked for clarification as to how such a large miscalculation occurred and the volume of transactions this shortfall related to. Maricque stated that she will obtain this information and provide it to Steffen. Chair Fewell stated that he had spoken with the Register of Deeds and had been advised that so far this year they are ahead of their projected income and if this trend continues they will return more money to the general fund than they estimated at the end of the year.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Treasurer

##### 2. **Budget Status Financial Reports for January and February, 2012.**

Treasurer Kerry Blaney congratulated the Committee members on their successful elections.

Blaney provided a synopsis of the Treasurer's office and stated that it is a non-tax levy office and they bring revenue in through tax collections, interest penalties and interest on investments. A net levy revenue of \$2.8 million was projected but they brought in \$3.3 million so they returned \$500,000 in additional revenue to the

general fund. Blaney continued that they do have delinquent accounts that they work diligently by trying to set up payment plans with the taxpayers and working with mortgage companies. If they are unsuccessful, they commence foreclosure proceedings and he stated that each year they foreclose on a year of taxes. They are currently finishing up foreclosures for delinquent 2008 taxes. They started off with 400 parcels, but through diligent work their office was able to pare this down to about 10 parcels that they will be going to court on in the next month. Blaney continued that delinquencies are down from \$6.5 million to \$5.5 million.

With regard to the January budget status financial report, Blaney stated that they were slightly below their budget projections but this varies each month due to interest payments they receive on investments.

With regard to the February budget status financial report, Blaney stated that they were above their projected revenue and he felt they were headed in the right direction and he is pleased.

**Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Treasurer's Financial Report for the Months of December, 2011, January and February, 2012.**

Blaney explained that the top portion of these reports show a breakdown of the banking transactions and bank accounts as well as the balance at the end of the month. At the end of December the balance was larger than usual because most of their taxes come in in the month of December. The bottom portion of the reports is a breakdown of the investments and this also varies during different times of the year. Blaney also stated that the January balance is high because his office does tax collections countywide and then the appropriate amounts are transferred to the municipalities. Fewell asked if the County receives reimbursement from the municipalities for doing this and Blaney stated that municipalities can choose to have funds transferred to them either once a day or once a week. If they choose to have funds transferred once a day there is a fee of \$1 per parcel, but there is no fee to transfer funds once a week.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Director's Report.**

Blaney spoke more on the foreclosure process and stated that they will be going to court on the pending foreclosures during the first week of June. Their current inventory of foreclosure parcels at this time is less than 10. He has worked with the Highway Department to get "for sale" signs posted on some of the properties and this has been beneficial.

Steffen asked for clarification as to how the number of foreclosures got reduced down from 400 to less than 10. Blaney stated that they start the foreclosure process in November and do a year's worth of delinquent taxes at a time. Anyone who had delinquent 2008 taxes is sent a legal notice as well as anyone who would have an interest in the property such as a mortgagor holder or land contract holder. In most cases most of the properties with mortgages on them are paid off by the mortgage company and then the mortgage company commences their own foreclosure action. Blaney continued that sometimes owners of the property notify the Treasurer's office that they no longer want the property. A lot of the foreclosure parcels are vacant land. They foreclosure on very few homes or buildings.

Blaney concluded by stating that if any of the Committee members wished to tour his office or have procedures explained further, they would be welcome to stop in at any time.

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**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Child Support Agency**

##### **5. Budget Status Financial Report for March, 2011.**

Child Support Director Maria Lasecki stated that revenue and expenditures are basically in line with projections. Revenues are slightly lower, but this is due mostly to timing issues and she explained that tax offsets and intercepts affect a great deal in reimbursing costs as well as back child support and they are currently in this period. She anticipates seeing an increase in revenues in April. As far as expenses are concerned, Lasecki reported that they contract with a call center in Milwaukee and this call center has billed the County for the first two quarters of 2012 so it looks like the expenses are up, but they are not. She is currently looking at this area to see if there is any way to reduce that expense or bring the services back in-house.

Fewell stated that he has heard complaints with regard to the call center and Lasecki confirmed that she does field quite a number of complaints with regard to this as does her staff. She stated that the call center adds additional steps to the child support process and in line with LEAN and the fact that she needs to look at not only revenue generated but also expenditure reductions, this is something that she is evaluating. She stated that she will be in Milwaukee on May 10 to visit the call center and take a closer look at the system. Supervisor Schuller asked what the term of the contract is with the call center and Lasecki answered that the contract will expire at the end of 2012. She continued that there was a push at the State level to look at call centers statewide. Ultimately only five counties have come onboard with the call center environment. She continues to look for suitable options and she will continue to keep the Committee advised of these.

Steffen asked if there are other call centers in the State that would create competition to provide a better level of service. Lasecki stated that it is challenging for child support customers who live in Green Bay to embrace the fact that in order to get answers on their case they have to place a long distance call to Milwaukee and then in order to get a response they need to wait two days and call that same number back when their case worker is located in Green Bay. She continued that it is challenging to defend that with the customers. She also felt that service provision comes from knowing your cases and details relevant to cases which her staff does and sometimes a lot of issues go away if you simply know that the person who is able to help you is available when you need them. She looks at this from a more pragmatic standpoint and she is looking to make it as easy as possible for customers to access child support services rather than put up roadblocks.

De Wane felt that more evaluation needs to be done and he looked forward to hearing Lasecki's ideas as they emerge. Lasecki stated that she has formed a group of 11 staff members in her office that meet to try to develop a plan that they feel will work and she will listen to them as they are the ones performing the work and she will bring this to the County Executive and this Committee.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

##### **6. Director's Report.**

Lasecki stated that Child Support recently held a LEAN Kaizen event and she stated that LEAN is amazing and she has seen what it has done throughout the County. She distributed the Brown County LEAN project charter, a copy of which is attached. She is honored to be a facilitator because she sees firsthand the connections it makes and the ways in which not only the people within our community are served better and at a higher level but also the way in which employees work together.

She briefly explained her Kaizen event which consisted of a value stream map of the stipulation process and she concluded her report by stating that it was a very successful event and she was very pleased with the results. The event materials were available for the Committee to view.

**Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Information Services

##### 7. **Information Services Report.**

Kevin Raye, Network Support Manager, introduced himself to the Committee and extended an invitation to anyone who wished to tour the data center to do so. He felt IS is one of Brown County's hidden assets and they do not get a chance to promote themselves much as they are mainly behind the scenes.

He also stated that they are currently in the process of revamping their reports to have more meaningful information, including what projects they are working on and what the status of those projects is. He urged the Committee to contact him if there is anything specific they would like to see included on the monthly reports.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### County Clerk

##### 8. **Staffing Updates/Request.**

County Clerk Darlene Marcelle and Deputy Clerk Sandy Juno welcomed the new Committee members and welcomed back the returning members. Marcelle also extended an invitation to all Committee members to visit her office at any time to see the many things they do in the office.

Marcelle continued with a staffing update and stated with the two extra recall elections her staff is very, very busy. She also noted that they are at the height of the season for passports and marriage licenses as well. She is looking for a temporary employee for a few hours a day through the end of the year to help out. She said there were a number of State timelines they need to meet with regard to the elections. Chair Fewell asked if they have already made a formal request for a temporary employee and Marcelle stated that a formal request had not been made as of this time, but she has been exploring this with County Executive Troy Streckenbach.

Steffen commented that he was a customer of the Clerk's office during the course of his candidacy and his interactions with the staff were very, very good and the service level he received was exceptional. Marcelle stated that she prides herself as well as her entire staff on customer service. De Wane also commented on the great customer service provided in the Clerk's office. Fewell also said that the work done by the Clerk's office on election night is very good and the results come in very quickly and there have been no controversies with the results. Marcelle stated that she has 24 Clerks in the County that she works with in the municipalities and she stated that they are all great people to work with and a good network. Marcelle also stated that the IS Department provides two employees to assist on election night that also do a great job.

##### 9. **Director's Report.**

Marcelle stated that her Director's Report material was covered in Item 8.

**Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items 8 & 9. Vote taken. MOTION CARRIED UNANIMOUSLY**

## Human Resources

### 10. Human Resources Activity Report for March, 2012.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

### 11. Director's Report.

Human Resources Manager Debbie Klarkowski stated that she will report back to the Committee in May with information that had been requested regarding vacancy savings.

Klarkowski also provided the Committee with a copy of the Human Resources 1<sup>st</sup> Quarter 2012 Report, a copy of which is attached. Klarkowski stated that the March Budget Status Financial Report for Human Resources was not available at the time agenda items were turned into the Board office so that will appear on the May agenda. Klarkowski also had copies of the 2011 annual report available for new Committee members. She concluded by inviting any Committee members to stop by her office or call her anytime with any questions they had.

**Motion made by Supervisor Schuller, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

## Department of Administration

### 12. Budget Status Financial Report for February, 2012.

Interim Director of Administration Carolyn Maricque introduced herself to the Committee.

She stated that the variances shown on this report are due to salaries and more specifically the Director of Administration position that is open as well as a few project team positions that are vacant. The account supervisor at Community Programs is part of Administration's table or organization so this also shows lower personnel, but this is offset by the transfer in.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

### 13. 2012 Budget Adjustment Log.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

### 14. 2012 Bonding Overview.

Carolyn Maricque stated that the Board will be voting on bonding at the May meeting and also stated that approval of various projects going out for bonding has already also been given. Maricque provided the Committee with the Financing Discussion - 2012 Capital Projects Borrowing report to refresh their memories. Chair Fewell explained that at the time of the budget in March the Board voted to do the bonding. What will be done at the May County Board meeting will be voting to sell the bonds, although the bonds will have been sold in the morning. Steffen asked what the ramification would be if the Board does not pass the bonding vote. Maricque stated that the ramifications would be delay of projects and we would have to go back and do different bonding with bond buyers which would probably result in a very poor reflection on Brown County. Steffen asked if the bond rating could be affected and although Maricque could not say with certainty that this would affect the bond rating, she felt the stability of the organization would also be looked upon and the bond buyers would be concerned. Steffen asked if any costs have been incurred for any of the bond projects and

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Maricque stated that there are bond counsel costs and financial management costs related to these projects so there would have been costs that have been incurred and she directed the Committee's attention to Page Two of the handout that shows costs of issuance allowance.

Fewell explained that when the bonds are sold, they are for a specific project and the bonding being discussed now is for the library renovations, highway projects and the radio project. Steffen asked if the specifics of each portion of a project are broken down within the bonding and Maricque stated that the bonding is not broken down other than that is for example for the library renovations project. Maricque also stated that it should be kept in mind that they do look at the trending as to what the bonds will cost for levy because they do not want to see dips and valleys in levy cost prior to issuance each year, so when they look at the bonding, they look at for instance a 20 year bond issuance, that the life of the equipment that they are purchasing is within that realm.

Steffen asked if when the bond amounts are communicated to the Board as well as the public at large, if the figure given is for the initial amount of the bond or if interest is included. Maricque stated that it is communicated as the initial amount of the bond, but she felt that people have also been made aware of the interest rate as well. Steffen felt that since the taxpayers are paying for these projects, it was important for them to know what the total cost will be, including the interest and Maricque agreed.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**15. Review of Purchasing Policy. *Motion at Exec Cmte: To refer to Admin to discuss the drafting of a Resolution or Ordinance relative to Purchasing.***

Interim Director of Administration Carolyn Maricque stated that she had met with the former Chair of the Administration Committee with regard to this and in light of the fact that there is a new DOA coming on, they wanted to identify some of the topics for which they are going to be seeking clarification, but they do not have an actual ordinance at this time.

Chair Fewell asked if what was being looked at is changing the parameters on purchasing. Maricque stated that what they are looking for is an ordinance to make sure that the Admin. Department clearly understands the Board's intentions as far as the procurement process so that everyone is aware of the process and to ensure consistency. She continued that the ordinances in their current form do not contain much as far as the purchasing policy. Fewell felt that one of the priorities for the purchasing policy should be that Brown County and Wisconsin vendors be used whenever possible. He also felt that bulk purchasing as well as centralized purchasing should be considered. Maricque reiterated some of the items contained in her Director's Report as items they would like to clarify and address in the proposed purchasing ordinance and these included:

- Request for proposals will be included in the appeals process
- Clarification of requested Board approval for legal services and outside consulting services
- Composition of the selection team for a request for proposal (RFP)
- Dollar thresholds for Committee and Board approval
- Purchase of operating consumables

Maricque stated that the Department of Administration will bring back a proposed ordinance on this but she would expect that this would take several months.

**Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

III

15a. **Request for Quote (RFQ) for Qualified Security Services Needed for Payment Card Industry (PCI) Project.**

Maricque stated that this deals with consultant services and it goes back to the clarification she spoke about earlier about what needs to come to the Board as far as requests for proposals on contracts.

Risk Manager Barbara West explained that 14 departments throughout the County accept credit card payments and there are nine different ways these transactions are processed. The County is required to comply with 220 payment card industry regulations as to how information is stored, who has access to information, etc. West continued that the current network is a "flat" network so everything is connected together and what they intend to do is have a vendor come in to help segment off certain aspects of the system, such as the airport, golf course, and library to restrict who has access to those areas of the network to reduce scope and make it easier to comply with the regulations. West continued that the payment card industry approves payment card specialist vendors and they are looking to work with one of these vendors. She also stated that she had funds in the budget for 2012 to bring in someone to help with this project.

Supervisor Carpenter asked if this RFQ had already gone out and West stated that it had. West continued that they do not have a vendor as of this time, but what she seeking is approval to go out and get a quote from a vendor. She is trying to speed this up but stated nothing can be done until they receive approval of the Admin. Committee and the Board and then they will enter into a contract with a vendor. West stated that they would like to get some of the segmentation done this year. She continued that they could have gone out and got a vendor and then asked for approval based on the requirement that all consultant and legal fee contracts have to go through the Committee and Board, or, they can go this route and she felt that this would be the easier way to go because they would get the approval up front to go out and get the vendor through the RFQ process and then when a vendor is found they would contract with them.

Fewell said the catch he sees would be in an appeals process if the Committee is not approving a specific vendor. West stated that there is an appeals process in place and continued that once a contract is awarded to someone, then the other vendors are notified and they have a period of time to appeal before a contract with a selected vendor is finalized. West continued that any vendor who meets the qualifications of being certified by the pay card industry would also meet the County's specifications and thus the contract would be awarded based on cost. Fewell felt that this process was somewhat micromanaging in the sense that approval had already been given for the project and if a bid comes back within the budget that had already been approved, the Committee does not have a lot of say. If a bid would come back for more than the budgeted amount, then he would expect that to be reported.

Supervisor Carpenter agreed with Fewell in that this appears to be a micromanaging step and stated that if the money for the project is allocated at budget time, Admin. has the right to put out the RFQ and get the information they need as long as they stay within the budget. Maricque pointed out that the Board has an ordinance in place currently that requires all legal services and consultant contracts be approved by the Board and this is the method that they are currently utilizing before they go out and contract for services.

Steffen asked where in the budget this project would show up and Fewell stated that it would be included under professional services. Fewell continued that Admin. has the responsibility of showing how these professional services dollars will be spent and they are broken down and run through the internal auditor, but the breakdown does not show up in the budget book. Steffen did feel that some efficiencies added to this process would be beneficial but he did not feel it was unusual for government to have both a budgeting process and an authorizing process.

**Motion made by Supervisor Steffen, seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

III

## 16. Interim Director's Report.

Maricque stated that she had already covered most of the items in her Director's Report, but she did wish to advise the Committee that the new Director of Administration would be starting on Monday, April 30, 2012.

Maricque also provided an overview as to where they are at for the 2011 unaudited financial statements as there have been some significant changes since this was discussed at the last meeting. She stated that when they first budgeted they were expecting to utilize about \$2.7 million in general funds and in the last report she gave us they were expecting about \$1.2 million, however, due to significant saving with Community Programs they will now be returning about \$2.9 million for levy funded departments back to the general fund.

Maricque distributed the unaudited financial statement amounts, a copy of which is attached, and stated that this is a very high level overview of departments that are either levy funded or could potentially be levy funded. Maricque also provided the Committee with a report from Human Services, a copy of which is attached, that outlines the fund balance of Community Programs.

Human Services Director, Brian Shoup, stated that the funds being returned is the culmination of some service changes that have been made over the last several years. For example, in the Children and Families area, there was an increased emphasis on keeping children in their own homes whenever possible. If placement becomes necessary, they look to foster care or group homes as opposed to institutional placements. They also try to keep treatment on an outpatient level as much as possible when dealing with adults. Human Services will continue to look to diversion care in place of inpatient care whenever possible.

County Executive Troy Streckenbach also stated that going into the 2011 budget, there was a structural deficit of \$2.9 million. During 2011, departments were able to maintain their costs through events such as LEAN along with just watching the dollars. Through a combination of multiple different systematic changes, we have been able to take a \$2.9 million dollar structural deficit to the point where they are actually returning \$3.9 million back to the general fund. He urged the Committee to see that the staff and department heads are working diligently to figure out how to do things better, faster and more efficiently for the County. He also stated that employee morale and public morale is still somewhat subdued and Streckenbach felt that every opportunity we get to remind the public and employees what we are doing is of asset. He continued that the County has many good things going on and he wants to build on that momentum and make Brown County a good place to live, work and play.

Maricque stated that the CTC fund balance has been earmarked for a number of items which are broken down on the handout. She wanted to make sure the Committee knew at budget time that they were not simply putting funds aside, but that they really were for a specific purpose. There are some things coming up in the next few years, such as Family Care, that will need funds. Shoup stated that the projects they have earmarked are high cost one time only project initiatives and the funds are from savings over time, not new money.

Shoup outlined the projects they have earmarked the fund balance reserves for as follows:

- Develop Interfaces for Phase III of EMR which is the electronic medical records conversion. This is a federally required initiative and Phase III will be to bring the electronic environment to the services at Sophie Beaumont

- CTC Renovation – Shoup explained that they have the opportunity to look at some potential restructuring at the hospital that could, for the first time, make hospital inpatient services available for Medicaid reimbursements. Right now, due to the size of the hospital, the CTC is prohibited from receiving any reimbursement from Medicaid for populations 18 – 64 years old, which amounts to about 95% of their admissions. Shoup stated that if the number of inpatient beds could be reduced from the

current 35 down to 16, that would make those beds eligible for Medicaid reimbursement which could result in significant income for the County. At the same time, if we could convert the other half of the beds to what is known as crisis beds or diversion beds, which provide an intermediate level of care, many of the admissions would be more appropriate. This would require renovations to the CTC consisting of putting up a wall down the middle of the hospital to separate the inpatient beds from the diversion bed area. Shoup stated that this would help reduce costs as well as provide for management of the chronically mentally ill population more effectively and efficiently and also put the CTC on a more sustainable long term track. Shoup is still studying this concept and is not at a point to propose this yet, but he is very serious about it and he believes it would be promising.

-Family Care Conversion and Post Family Care Reserve– This relates to the Family Care transition that we are facing in the first quarter of 2014. Brown County will be exiting most of the long term care business and this will initially cost Brown County dollars. Over the following five years there will be a buy down. Maintenance of efforts will need to continue with the levy dollars that we have had historically going into the long term care services that have been provided, however over that five year buy down, the County's costs will go down and by year four it is projected we would break even and in year five the County should save dollars and will continue to save dollars thereafter. Shoup noted that they have been putting money aside for this and no funds will come out of operating for this or require bonding or any new dollars.

-LTC Unit, Adult Behavioral Health Unit and agency wide high cost clients – Shoup explained that their department has a small group of highly volatile high cost clients. These clients cannot be anticipated and are random, but they require high cost care. These are individuals that are assaultive and sometimes dangerous, however, they are not criminals. They have brain organicity and similar problems and are unable to control their behavior. These clients can cost \$1 million to \$1.5 million annually in care. To date no fund has been established for high cost clients that can be set aside and drawn from to provide the care rather than taking the hit from the operating budget. Shoup felt it would be an intelligent approach to set up these funds for these types of cases.

Shoup continued that even with Family Care, the County will still be legally responsible for individuals who come out of Family Care with a mental health diagnosis and requires high cost care or institutionalization or hospital placement. Family Care districts are allowed to dis-enroll these clients and then this would come back to the County. This is something which Brown County, in conjunction with other counties, are lobbying on to see if they can get some relief from that.

Shoup also stated that in their juvenile justice program, occasionally the courts send individuals who have been adjudicated delinquent to Lincoln Hills, the State youth correctional facility in Lincoln County. This is high cost and historically the State has given funding to help pay for this and cover some other costs. The problem is that the State has balanced its budget and addressed its deficit in State correctional programs by raising per diems and then charging the County. At the same time, they have reduced their rate that the County gets to cover the services. Shoup continued that we lose control whenever Brown County commits a youth to Lincoln Hills. Shoup felt there was a possibility to develop some services locally by partnering with the Sheriff and through detention facilities to provide some shorter term services and manage some of this population better and more cost effectively.

Steffen asked Shoup what percent of the Human Services budget relates to expenses of State and/or federal mandates. Shoup stated that the levy amount is \$17 – 18 million. Fewell clarified that that is the amount taxpayers are putting into community programs and the rest comes from a variety of state and federal dollars and some service fees. Steffen asked what amount of the \$17 million relates to services that are mandated but remain unfunded. Shoup gave the example of long term care being converted to Family Care and said that the

funding mechanisms from the State will compensate about 60 percent and 40 percent is levy. Shoup also stated that most of the services they provide are mandated.

Steffen felt it was important that it be mentioned to elected officials at the City and State level that the County has concerns about the level of unfunded mandates imposed upon the taxpayers and that we would welcome any help they could give us.

Maricque wished to make one final point that the information provided on the report is unaudited. The auditors will be in the following week and after that a final report will be done.

**Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel** – No agenda items.

Although Corporation Counsel did not have any agenda items, interim Corporation Counsel Kristen Hooker introduced herself to the Committee following Item VI above. She is acting in place of John Luetscher and stated that any issues that had previously been directed to Luetscher can now be directed to her attention.

**Other**

**17. Audit of bills.**

**Motion made by Supervisor Carpenter, seconded by Supervisor Schuller to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**18. Such other matters as authorized by law.**

**Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to adjourn at 7:39 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 16, 2012, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Michael Welch-Chair, Tom Diedrick, Rich Aicher, Ann Hartman

**EXCUSED:** Darlene Hallet

**OTHERS PRESENT:** Robyn Hallet, Chip Law, DonElla Payne

**APPROVAL OF MINUTES:**

1. Approval of the March 19, 2012 minutes of the Brown County Housing Authority

A motion was made by T. Diedrick, seconded by A. Hartman to approval the minutes of the March 19, 2012 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program
  - A. Preliminary Applications  
D. Payne stated that there were 99 preliminary applications in the month of March.
  - B. Unit Count  
D. Payne stated that the unit count was 2,913 for March.
  - C. Housing Assistance Payments Expenses  
D. Payne stated that the HAP expenses for March were \$1,195,122.
  - D. Housing Quality Standard Inspection Compliance  
D. Payne reported that 60.09 percent passed the initial inspection, 18.14 percent passed the re-evaluation, and the fail rate was 21.77 percent.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
C. Law reported that March's administrative fees were \$46,416.76 under budget for the first quarter. He also reminded the commissioners that February included \$27,000 for the Tenant Protection Vouchers and is therefore partially the reason for February's number to appear so inflated. D. Payne stated that port out vouchers dropped to 161 for March because some agencies absorbed port outs. Port in vouchers were at 18, which are the VASH vouchers.
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)  
D. Payne stated that there were 104 FSS clients in March, of which 33 have escrow accounts. There were no graduates in March and five new contracts. D. Payne stated that there were 80 clients participating in the Home Ownership Option in March.
  - G. VASH Reports (active VASH, new VASH)  
D. Payne stated that there were 18 participants.
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations  
D. Payne stated there was one new investigation assigned in March. There were 11 previous investigations that were closed and five still active. There were 78 new applications processed, all of which were approved.

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## **OLD BUSINESS:**

3. Discussion and possible action regarding Brown County Administration Committee's request that whenever possible constituent committees meet after normal work hours.

R. Hallet explained this was on the agenda again because when it came up six months ago, the Authority decided not to take any action at that time but instead see what transpired over the next six months. She reported that staff has not heard anything in regards to this, neither from the public nor any public officials who may want to attend the meetings.

A Hartman asked how many other committees meet during the day versus at night. R. Hallet responded to her knowledge most meet in the evenings, however the Redevelopment Authority and the Green Bay Housing Authority meet during the day. The Board of Appeals and the Brown County Administration Committee meet in the evenings. R. Aicher pointed out that it seems that committees made up of elected officials seem to meet in the evenings, whereas those comprised of volunteers, such as the BCHA, tend to meet during the day.

R. Aicher further stated that if someone really wanted to come, they would voice their opinion. He commented that his opinion didn't previously go on record because he missed the meeting in which this was previously discussed, but his preference is that the BCHA continue to meet at the existing time however that we should be open to meet in the evenings on an exception basis when it is so requested by someone who wishes to attend. If there is not a voiced objection, there is no reason to change it.

A Hartman stated she agrees and we should hear about it if there is an objection. She commented that there are rarely many from the public in attendance. R. Aicher agreed, saying often when there are guests, they are professionals such as from the VA, management companies, developers, etc. who are attending for agenda items which impact them. Many times they may be coming from other parts of the state and thus an afternoon meeting works well for them. An evening meeting may inconvenience them because they would be returning home very late or having to stay the night.

C Law stated from his experience, the only time we had a significant turnout was when there were discussions about closing the waiting list, at which time representatives from other local nonprofits attended, which was approximately two meeting in five and a half years. Such professionals would also prefer a daytime meeting.

T. Diedrich inquired if meetings in which we seek consumer feedback are held in the evenings? D. Payne responded that they had been in the evenings, but attendance was very low. The attendance and interest has improved since these meetings have been switched to lunch meetings, which happened two meetings ago.

M. Welch summarized that if there is a need for a meeting to be at a different time, we would try to accommodate the request. Currently, it is more of an accommodation to guests to meet in the afternoons as we currently do. He recommended that we stay attuned to this, but to keep the meeting on the existing schedule.

No action was therefore taken.

## **NEW BUSINESS:**

4. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2012.

D. Payne explained it's the time of year again to update the utility allowances. She explained the attachment, pointing out that it highlights the difference in the proposed Utility Allowance amounts from 2011 for each unit type.

D. Payne commented that a lot of the numbers have decreased, which is a change from last year when there was a significant increase.

R. Aicher stated he's not surprised at the steady numbers or minimal decreases for natural gas, but is surprised at the significant drop for oil.

M. Welch indicated since he works for a sister company of a utility, he's going to abstain from voting on this matter.

A motion was made by R. Aicher, seconded by A. Hartman to approve the proposed Utility Allowances. M. Welch abstained. Motion carried.

5. Discussion and possible action on summons for Foreclosure of Mortgage for a recipient of a BCHA loan for down payment and closing costs at 468 Morris

R. Hallet explained that photos have been provided, as requested previously. The first two photos are of the subject property while the following two are for the neighboring homes, which give an idea of the type of neighborhood. An appraisal has not been conducted on this property, however we could request one if the Authority deemed it necessary. Alternatively, since foreclosures tend to take significant time, the Authority could decide not to take any action at this time and instead see what transpires over the coming months.

R. Aicher commented that waiting may be the best option, especially if a judgment hasn't yet been filed, which appears to be the case. Once a judgment is filed, it may be several months to a year before the next step toward foreclosure. M. Welch commented that if an appraisal were desired, it may be better to have one closer to that time.

M. Welch asked the commissioners if there is additional data, other than what is already provided, that would be useful in these situations? R. Aicher stated that knowing the purchase date, so it can be compared to the original purchase price, would be beneficial. He also commented that the loan balance for this property is higher than the purchase price by \$4700. R. Hallet stated staff suspects it is higher because of fees that were added since the homeowner failed to make the payments. R. Aicher also stated the amount of the most recent tax bill would also be helpful and whether or not there are any delinquent taxes. This is relevant because foreclosure due to taxes doesn't occur until after taxes are delinquent for three years, so if there are three years of delinquent property taxes, at approximately \$2000 per year, that would add another \$6000 to what would have to be paid to recover this property.

R. Aicher stated that as a general rule, a decision wouldn't be needed until approximately 60 days before the date of a foreclosure sale. M. Welch asked if we'd want an appraisal by that time, to which R. Aicher responded that in some situations it may be obvious that we know we wouldn't want to spend some \$400 on an appraisal, but if we wanted to, there would still be time to do so.

R. Hallet inquired if the Authority wants to know about such properties at this early stage, or should staff should wait to bring them to the Authority for the first time at approximately 60 days before the sheriff's sale? M. Welch commented that another step could be a judgment. There's the initial documentation, then a judgment filed, then there's the sales date. R. Aicher stated he didn't believe anything needed to be done until a judgment was filed. It also depends if the property is abandoned or still occupied. If it remains occupied, the process could continue for six months to a year. R. Aicher thus suggested that staff bring these to the Authority for the first time when the primary lender files a judgment and then again approximately 60 days before the sale. He further suggested that to help keep track of such properties, that we develop a spreadsheet indicating the judgment date, foreclosure dates, or other important dates.

T. Diedrick inquired if we know how many BCHA loans are in some stage of judgment or foreclosure. R. Hallet stated that in the past two to three years, perhaps there were six or seven.

R. Aicher commented that it would be worthwhile to keep a spreadsheet of foreclosure loans as a standing agenda attachment since each month they are that much closer to the final sales date.

M. Welch summarized the above requests include adding the purchase date, current taxes, any delinquent taxes, and judgment file date to the existing property data sheet and that new cases would be brought before the Authority after the judgment was filed. Also, staff should develop a spreadsheet to track all the cases.

The Authority determined no action was needed regarding this property at this time.

6. Discussion and possible action regarding HUD PIH Notice 2012-15: Streamlining Administrative Practices in the Housing Choice Voucher Program.

R. Hallet explained that this notice recently published by HUD explains various practices which could be implemented to streamline administration of the Housing Choice Voucher Program. She stated that she and D. Payne have reviewed it and decided to bring it to the Authority for two purposes: 1) to demonstrate the steps BCHA has already taken to streamline the administration and 2) to see if the Authority had any suggestions for further streamlining.

R. Hallet walked the Authority through the various points covered in this notice, explaining what ICS is already doing or areas for possible improvement. Areas of discussion included the following:

Verifying HQS Deficiencies Remotely: R. Hallet explained that it is permissible to verify that HQS deficiencies have been corrected by means other than physically re-visiting the property. She discussed this option with M. Roberts of ICS, but he was not in favor of it. T. Diedrick inquired if there is an option to inspect less frequently if a unit always passes every year. R. Hallet explained that is not permissible per HUD regulations; rather this suggestion is in regards to repairs to noted deficiencies only. C. Law stated he feels some landlords might take advantage of this option and the cost savings realized wouldn't match the level of accountability ICS is placing on landlords and clients. A. Hartman expressed agreement. R. Aicher indicated that historically, we've been proud of our inspections, so we don't want to let that decline. The consensus was to not change our current process.

Eliminating Waiting List Preferences: R. Hallet expressed she would not be in support of eliminating the Brown County residency preference entirely, but has inquired with D. Payne regarding the amount of staff time that goes into verifying and monitoring the rankings within the residency preference and if the value is worth the time. The burden of proof of an applicant's ranking is on the applicant, but sometimes there are issues with them not providing the proper documentation. M. Welch expressed that there are certain people that are in greater need, so the preferences and rankings are worthwhile in his opinion.

D. Payne explained that they purge the waiting list annually: applicants who do not respond to a mailing to confirm if they want to remain on the list are removed. They just purged the non-preference waiting list and as a result the numbers dropped from over 300 to 115 non-preference applicants remaining on the waiting list.

Eliminating the Process of Screening Families for Tenant Suitability. R. Hallet explained that we have never done this and do not intend to, as it should be the landlord's responsibility. D. Payne pointed out that the second paragraph in this section reiterates that PHAs must deny and terminate assistance for criminals and drug abusers. She provided a handout which demonstrates the number of background checks completed per month, going back to January 2011. She explained that of all the background checks that ICS sends to Langan, there have only been two which ICS has not caught first: one was because the case wasn't yet on CCAP and the other was because it was from out of state. This demonstrates that there is a lot of duplication between ICS and Langan. The ones that Langan denies have overwhelmingly been those that ICS was already aware of but needed

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Langan to pull the police report for documentation. She asked the commissioners to consider this, as it would result in a savings of approximately \$1000 per month if they sent only randomly selected applications to Langan instead of every one. C. Law stated it is about 0.5% which ICS doesn't catch.

A Hartman expressed her opinion that this may result in someone being admitted to the program who shouldn't and the problems that could result. C. Law pointed out that the Authority is asking ICS to look at cost saving measures and this is one area in which there are duplicated efforts which could result in real costs savings. The Authority needs to consider the point of diminishing returns in this area. M. Welch suggested this is an area we should continue to monitor.

**Consolidation of Administrative Tasks and Procurement of Supplies and Services:** R. Hallet explained that these two sections are related in that they encourage PHAs who are geographically close to work together to consolidate tasks or jointly purchase materials or services. While we don't necessarily have another PHA with which to partner (beyond the existing partnership with BCHA and GBHA), perhaps there are some areas in which ICS and BCHA could collaborate. One idea R. Hallet mentioned was if there is a way to use City inspectors to do HQS inspections. There would certainly be some obstacles to work through, especially in regards to the HCV program being countywide versus City inspectors only serving the City of Green Bay as well as differing inspection standards for each entity. Also, would the City have the capacity to conduct HQS inspections? This suggestion was discussed, with several individuals expressing interest in exploring it further but with the understanding that it would have to result in a cost savings.

M. Welch provided the suggestion of collaborating with other agencies or programs that require verification of income: is there any way verification from another entity could be used for HCV? D. Payne explained that HUD now allows use of paystubs for verification. C. Law explained that the timing of when verification is needed for different programs may make that difficult. Also, each programs' regulations governing the calculation of income may differ widely making the verification less valuable.

R. Hallet suggested that we all continue to think about possible areas of consolidation.

**Increase Success rate of Voucher holders:** D. Payne explained that ICS has improved in this area by providing more information to applicants to ensure they successfully remain on the program and in encouraging them to work toward self sufficiency. R. Hallet pointed out that there are probably additional efforts that could be made to help some individuals, but such efforts require additional staff time. The efforts have to be weighed in comparison to the outcomes.

**Fraud recovery:** This is an area in which BCHA excels and likely leads the nation. Additional efforts could probably always be made but consideration must be given to the point at which those efforts exceed the value they bring in.

Overall, many of the suggestions made in this PIH notice are already being implemented by BCHA, which is encouraging to know that we're leading the nation with our efficiencies.

#### **INFORMATIONAL:**

None

#### **BILLS:**

A motion was made by T. Diedrick and seconded by R. Aicher to approve the bills as presented. Motion carried.

#### **FINANCIAL REPORT:**

M. Welch stated we are in receipt of the report.

**STAFF REPORT:**

7. Status of BCHA intern position

R. Hallet explained that she had hoped we would have a new intern hired by now, but at this point they are still deciding among some well qualified applicants.

The meeting adjourned at 4:30 PM.

RAH:

**Housing Choice Voucher Program**  
**Financial Status Report**  
**2012 Budget Year**  
**As of April 30, 2012**

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
<b>REVENUE</b>					
HAP Income	\$ 14,768,734	\$ 5,175,768	\$ 15,527,304	105%	(9,592,966)
Admin Fee Income	\$ 1,276,120	\$ 465,915	\$ 1,397,745	110%	(810,205)
FSS/HO Coordinator Income	\$ 135,462	\$ 45,158	\$ 135,474	100%	(90,304)
Fraud Recovery	\$ 115,000	\$ 38,952	N/A	N/A	(76,048)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 2,045	N/A	N/A	(569)
<b>Total Revenues</b>	<b>\$ 16,297,930</b>	<b>\$ 5,727,839</b>	<b>\$ 17,060,523</b>	<b>105%</b>	<b>(10,570,091)</b>

**EXPENDITURES**

<b>Program Expenditures</b>					
HAP Payments	\$ 13,947,301	\$ 4,838,225	\$ 14,514,674	104%	9,109,077
ICS Admin	1,230,180	449,142	1,347,426	110%	781,038
FSS/HO Coordinator	135,462	45,158	135,474	100%	90,304
<b>Total Program Expenditures</b>	<b>15,312,943</b>	<b>5,332,525</b>	<b>15,997,574</b>	<b>104%</b>	<b>9,980,418</b>
<b>Administrative Expenditures</b>					
Software Upgrade	\$ 63,415	\$ -	\$ -	0%	63,415
Salaries	42,449	7,215	21,644	51%	35,234
Fringe Benefits	14,998	3,041	9,122	61%	11,957
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	-	-	0%	7,718
Insurance	5,576	-	-	0%	5,576
Other	17,737	5,969	17,907	101%	11,768
<b>Total Administrative Expenditures</b>	<b>102,478</b>	<b>16,224</b>	<b>48,673</b>	<b>47%</b>	<b>86,254</b>
<b>Total Expenditures</b>	<b>\$ 15,415,421</b>	<b>\$ 5,348,749</b>	<b>\$ 16,046,247</b>	<b>104%</b>	<b>\$ 10,066,672.12</b>

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<b>Cash Balance</b>	<b>\$ 1,314,562.76</b>
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**All Other**  
**Financial Status Report**  
**2012 Budget Year**  
**As of April 30, 2012**

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
Interest	\$ 5,992	\$ 2,247	\$ 6,742	113%	(3,745) 38%
Loan Repayments	\$ -		N/A	N/A	0 N/A
Revenue on Sale of Property	\$ -		N/A	N/A	0 N/A
Bond Fees & Other	\$ 6,675		\$ -	0%	(6,675) 0%
<b>Total Revenues</b>	<b>\$ 12,667</b>	<b>\$ 2,247</b>	<b>\$ 6,742</b>	<b>53%</b>	<b>(3,745) 18%</b>

**EXPENDITURES**

Development Loan	\$ 350,000		\$ -	0%	30,000 0%
HO Assistance / DPCC	\$ 30,000		\$ -	0%	5,609 10%
Staff Training	\$ 6,200.00	591	\$ 1,772	29%	5,000 0%
Landlord Training	\$ 5,000		\$ -	0%	8,292 27%
Other	\$ 11,299	3,007	\$ 9,022	80%	
<b>Total Expenditures</b>	<b>\$ 402,499</b>	<b>\$ 3,598</b>	<b>\$ 10,793</b>	<b>3%</b>	<b>398,901 1%</b>

Unrestricted Cash Balance	\$ 1,565,523.34
Restricted Cash Balance	\$ 435,193.82

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## Brown County Clerk Budget Status Report

**HIGHLIGHTS - January-March Percent of Fiscal Year (25%)**

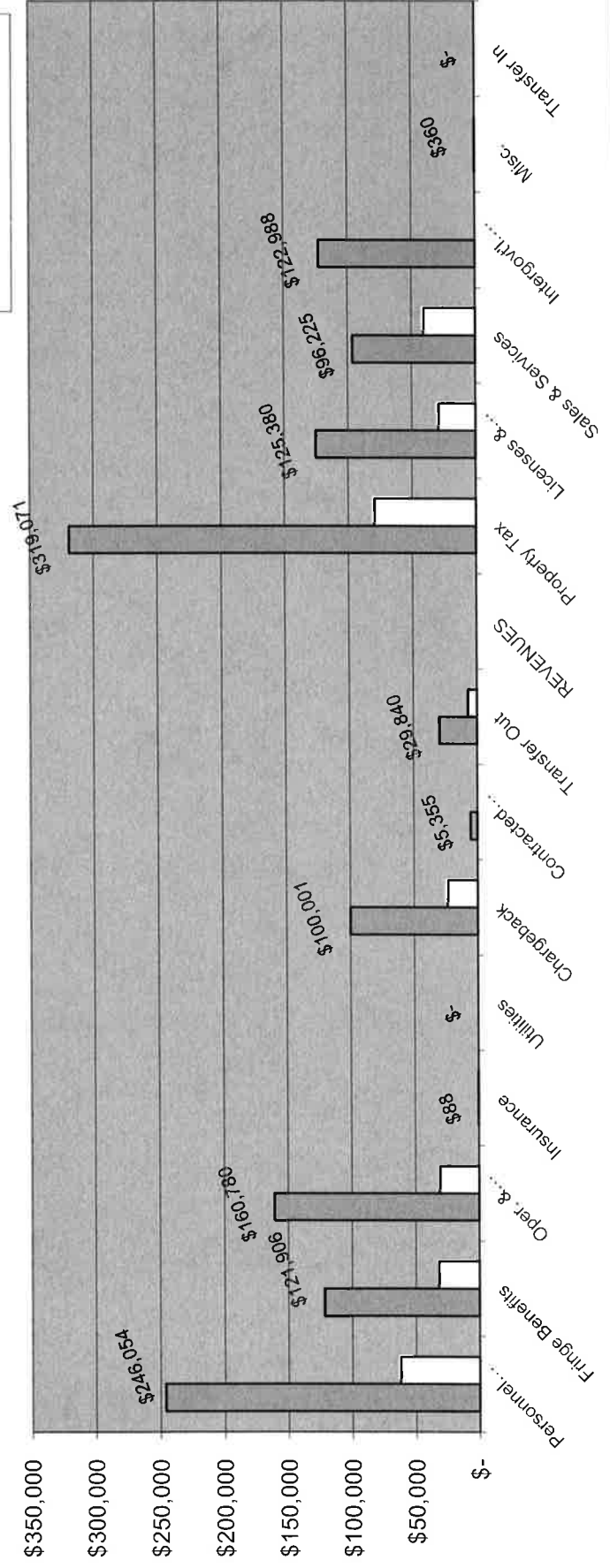
**Expenditures:** All categories of Expenditures are within an acceptable range of Adopted Budget; Contracted Services will be low until July since Veterans Graves reimbursements won't be sent out until the third quarter.

**Revenues:** Revenues are consistent with the Budget. Sales and Services is high due to a steady volume of Passport Services. Intergovernmental Charges are low because invoices from Spring Elections haven't been sent out yet. Miscellaneous is low because DNR revenue hasn't been received yet.

March 31, 2012	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Services	\$ 246,054	\$ 62,257	25%
Fringe Benefits	\$ 121,906	\$ 31,958	26%
Oper. & Maintenance	\$ 160,780	\$ 30,801	19%
Insurance	\$ 88	\$ 15	17%
Utilities	\$ -	\$ -	0%
Chargeback	\$ 100,001	\$ 23,677	24%
Contracted Services	\$ 5,355	\$ -	0%
Transfer Out	\$ 29,840	\$ 7,460	25%
REVENUES			
Property Tax	\$ 319,071	\$ 79,768	25%
Licenses & Permits	\$ 125,380	\$ 29,001	23%
Sales & Services	\$ 96,225	\$ 40,719	42%
Intergovtl. Charge for Serv.	\$ 122,988	\$ -	0%
Misc.	\$ 360	\$ 30	8%
Transfer In	\$ -	\$ -	0%

## County Clerk - March 31, 2012

■ Annual Budget  
□ YTD Transactions





# County Clerk

Fiscal Year to Date 03/31/12  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>										
<b>REVENUE</b>										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	319,071.00	.00	319,071.00	26,589.25	.00	79,767.75	239,303.25	25	367,156.08
	<i>Property taxes Totals</i>	<i>\$319,071.00</i>	<i>\$0.00</i>	<i>\$319,071.00</i>	<i>\$26,589.25</i>	<i>\$0.00</i>	<i>\$79,767.75</i>	<i>\$239,303.25</i>	<i>25%</i>	<i>\$367,156.08</i>
Licenses & permits										
4400.194	Permits Work permit	2,000.00	.00	2,000.00	195.00	.00	330.00	1,670.00	16	3,032.50
4400.195	Permits Alarm permits	15,000.00	.00	15,000.00	424.00	.00	15,046.00	(46.00)	100	18,162.00
4401.192	Licenses Marriage License	102,800.00	.00	102,800.00	4,275.00	.00	13,625.00	89,175.00	13	85,965.00
4401.193	Licenses Domestic partnership	780.00	.00	780.00	.00	.00	.00	780.00	0	.00
4401.194	Licenses Dog	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	4,495.00
	<i>Licenses &amp; permits Totals</i>	<i>\$125,380.00</i>	<i>\$0.00</i>	<i>\$125,380.00</i>	<i>\$4,894.00</i>	<i>\$0.00</i>	<i>\$29,001.00</i>	<i>\$96,379.00</i>	<i>23%</i>	<i>\$111,654.50</i>
Charges for sales and services										
4600.190	Charges and fees Passport	95,000.00	.00	95,000.00	10,609.89	.00	40,286.88	54,713.12	42	104,344.79
4601.012	Sales Copy machine use	425.00	.00	425.00	140.00	.00	423.00	2.00	100	391.25
4601.196	Sales Directory	700.00	.00	700.00	.00	.00	4.74	695.26	1	659.72
4609	Miscellaneous public charges	100.00	.00	100.00	.00	.00	5.00	95.00	5	653.99
	<i>Charges for sales and services Totals</i>	<i>\$96,225.00</i>	<i>\$0.00</i>	<i>\$96,225.00</i>	<i>\$10,749.89</i>	<i>\$0.00</i>	<i>\$40,719.62</i>	<i>\$55,505.38</i>	<i>42%</i>	<i>\$106,049.75</i>
Intergovernmental charges for services										
4700	Intergovt charges	122,988.00	.00	122,988.00	.00	.00	.00	122,988.00	0	110,679.99
	<i>Intergovernmental charges for services Totals</i>	<i>\$122,988.00</i>	<i>\$0.00</i>	<i>\$122,988.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$122,988.00</i>	<i>0%</i>	<i>\$110,679.99</i>
Miscellaneous revenue										
4900	Miscellaneous	360.00	.00	360.00	15.00	.00	30.00	330.00	8	1,143.00
	<i>Miscellaneous revenue Totals</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$360.00</i>	<i>\$15.00</i>	<i>\$0.00</i>	<i>\$30.00</i>	<i>\$330.00</i>	<i>8%</i>	<i>\$1,143.00</i>
Department 019 - County Clerk										
Personnel services										
5100	Regular earnings	245,046.00	.00	245,046.00	27,022.23	.00	57,777.24	187,268.76	24	224,832.14
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,455.65	.00	4,170.86	(4,170.86)	+++	23,399.79
5103.000	Premium Overtime	1,008.00	.00	1,008.00	213.12	.00	308.93	699.07	31	4,397.33
	<i>Personnel services Totals</i>	<i>\$246,054.00</i>	<i>\$0.00</i>	<i>\$246,054.00</i>	<i>\$28,691.00</i>	<i>\$0.00</i>	<i>\$62,257.03</i>	<i>\$183,796.97</i>	<i>25%</i>	<i>\$252,629.26</i>
Fringe benefits and taxes										
5110.100	Fringe benefits FICA	18,085.00	.00	18,085.00	2,058.07	.00	4,477.16	13,607.84	25	18,276.81
5110.110	Fringe benefits Unemployment compensation	1,225.00	.00	1,225.00	102.09	.00	306.19	918.81	25	1,238.00
5110.200	Fringe benefits Health insurance	78,156.00	.00	78,156.00	9,007.52	.00	19,516.32	58,639.68	25	72,802.18
5110.210	Fringe benefits Dental Insurance	5,856.00	.00	5,856.00	653.72	.00	1,416.42	4,439.58	24	5,229.85
5110.220	Fringe benefits Life Insurance	888.00	.00	888.00	146.19	.00	255.85	632.15	29	812.00
5110.230	Fringe benefits LT disability insurance	882.00	.00	882.00	.00	.00	.00	882.00	0	.00



# County Clerk

Fiscal Year to Date 03/31/12  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>										
<b>EXPENSE</b>										
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.235	Fringe benefits Disability insurance	2,253.00	.00	2,253.00	261.02	.00	783.07	1,469.93	35	2,760.60
5110.240	Fringe benefits Workers compensation insurance	44.00	.00	44.00	3.67	.00	10.97	33.03	25	38.00
5110.300	Fringe benefits Retirement	14,517.00	.00	14,517.00	1,778.21	.00	3,863.38	10,653.62	27	15,754.85
5110.310	Fringe benefits Retirement credit	.00	.00	.00	550.71	.00	1,328.52	(1,328.52)	+++	12,791.44
Fringe benefits and taxes Totals		\$121,906.00	\$0.00	\$121,906.00	\$14,561.20	\$0.00	\$31,957.88	\$89,948.12	26%	\$129,703.73
Operations and maintenance										
5300	Supplies	.00	.00	.00	.00	.00	.00	.00	+++	1,523.24
5300.001	Supplies Office	6,000.00	736.00	6,736.00	1,023.69	.00	4,513.57	2,222.43	67	3,680.59
5300.004	Supplies Postage	9,100.00	.00	9,100.00	1,056.85	.00	2,024.62	7,075.38	22	9,853.23
5303	Copy expense	.00	.00	.00	.00	.00	52.50	(52.50)	+++	1,143.46
5304	Printing	6,000.00	.00	6,000.00	.00	.00	100.66	5,899.34	2	1,838.70
5304.100	Printing Forms	45,000.00	.00	45,000.00	.00	36,000.00	.00	9,000.00	80	28,042.11
5305	Dues and memberships	145.00	.00	145.00	.00	.00	50.00	95.00	34	50.00
5306.100	Maintenance agreement Software	13,200.00	.00	13,200.00	1,106.63	.00	3,319.94	9,880.06	25	13,031.55
5307.100	Repairs and maintenance Equipment	1,120.00	.00	1,120.00	(1,561.67)	.00	259.93	860.07	23	236.99
5310	Advertising and public notice	77,000.00	.00	77,000.00	7,032.52	.00	20,162.53	56,837.47	26	78,539.79
5330	Books, periodicals, subscription	915.00	.00	915.00	.00	.00	22.00	893.00	2	938.72
5340	Travel and training	2,300.00	.00	2,300.00	80.22	.00	295.22	2,004.78	13	1,110.33
Operations and maintenance Totals		\$160,780.00	\$736.00	\$161,516.00	\$8,738.24	\$36,000.00	\$30,800.97	\$94,715.03	41%	\$139,988.71
Insurance costs										
5410.400	Insurance Bond	88.00	.00	88.00	4.86	.00	14.58	73.42	17	58.36
Insurance costs Totals		\$88.00	\$0.00	\$88.00	\$4.86	\$0.00	\$14.58	\$73.42	17%	\$58.36
Utilities										
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	(20.82)
Utilities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$20.82)
Chargebacks										
5600	Indirect cost	60,147.00	.00	60,147.00	5,012.25	.00	15,036.75	45,110.25	25	62,577.00
5601.100	Intra-county expense Information services	29,491.00	.00	29,491.00	2,362.07	.00	7,204.34	22,286.66	24	28,770.12
5601.200	Intra-county expense Insurance	1,063.00	.00	1,063.00	88.58	.00	265.78	797.22	25	1,063.00
5601.400	Intra-county expense Copy center	8,500.00	.00	8,500.00	464.70	.00	970.88	7,529.12	11	.00
5601.450	Intra-county expense Departmental copiers	800.00	.00	800.00	66.67	.00	199.97	600.03	25	.00
Chargebacks Totals		\$100,001.00	\$0.00	\$100,001.00	\$7,994.27	\$0.00	\$23,677.72	\$76,323.28	24%	\$92,410.12
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	5,355.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	+++	1,260.00
Contracted services Totals		\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$6,615.00



# County Clerk

Fiscal Year to Date 03/31/12  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>										
<b>EXPENSE</b>										
Department 019 - County Clerk										
Transfer out										
9003	Transfer out	29,840.00	.00	29,840.00	2,486.66	.00	7,460.06	22,379.94	25	29,140.00
	<i>Transfer out Totals</i>	\$29,840.00	\$0.00	\$29,840.00	\$2,486.66	\$0.00	\$7,460.06	\$22,379.94	25%	\$29,140.00
Department 019 - County Clerk										
	<i>EXPENSE TOTALS</i>	\$664,024.00	\$736.00	\$664,760.00	\$62,476.23	\$36,000.00	\$156,168.24	\$472,591.76	29%	\$650,524.36
	<i>EXPENSE TOTALS</i>	\$664,024.00	\$736.00	\$664,760.00	\$62,476.23	\$36,000.00	\$156,168.24	\$472,591.76	29%	\$650,524.36
Fund 100 - GF Totals										
	<i>REVENUE TOTALS</i>	664,024.00	.00	664,024.00	42,248.14	.00	149,518.37	514,505.63	23	696,683.32
	<i>EXPENSE TOTALS</i>	664,024.00	736.00	664,760.00	62,476.23	36,000.00	156,168.24	472,591.76	29	650,524.36
	<i>Fund 100 - GF Totals</i>	\$0.00	(\$736.00)	(\$736.00)	(\$20,228.09)	(\$36,000.00)	(\$5,649.87)	\$41,913.87		\$46,158.96
Fund 802 - Dog License										
<b>REVENUE</b>										
Licenses & permits										
4401	Licenses	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	.00
4401.900	Licenses Contra	.00	.00	.00	.00	.00	.00	.00	+++	31,037.37
	<i>Licenses &amp; permits Totals</i>	\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$31,037.37
	<i>REVENUE TOTALS</i>	\$37,500.00	\$0.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00	0%	\$31,037.37
Licenses & permits										
<b>EXPENSE</b>										
Operations and maintenance										
5300	Supplies	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5310	Advertising and public notice	2,200.00	.00	2,200.00	(973.80)	.00	135.00	2,065.00	6	.00
	<i>Operations and maintenance Totals</i>	\$2,900.00	\$0.00	\$2,900.00	(\$973.80)	\$0.00	\$135.00	\$2,765.00	5%	\$0.00
Other										
5885	Payments to districts	34,600.00	.00	34,600.00	.00	.00	.00	34,600.00	0	.00
5885.900	Payments to districts Contra	.00	.00	.00	2,081.60	.00	2,081.60	(2,081.60)	+++	31,057.37
	<i>Other Totals</i>	\$34,600.00	\$0.00	\$34,600.00	\$2,081.60	\$0.00	\$2,081.60	\$32,518.40	6%	\$31,057.37
	<i>EXPENSE TOTALS</i>	\$37,500.00	\$0.00	\$37,500.00	\$1,107.80	\$0.00	\$2,216.60	\$35,283.40	6%	\$31,057.37
Fund 802 - Dog License Totals										
	<i>REVENUE TOTALS</i>	37,500.00	.00	37,500.00	.00	.00	.00	37,500.00	0	31,037.37
	<i>EXPENSE TOTALS</i>	37,500.00	.00	37,500.00	1,107.80	.00	2,216.60	35,283.40	6	31,057.37
	<i>Fund 802 - Dog License Totals</i>	\$0.00	\$0.00	\$0.00	(\$1,107.80)	\$0.00	(\$2,216.60)	\$2,216.60		(\$20.00)
Grand Totals										
	<i>REVENUE TOTALS</i>	701,524.00	.00	701,524.00	42,248.14	.00	149,518.37	552,005.63	21	727,720.69
	<i>EXPENSE TOTALS</i>	701,524.00	736.00	702,260.00	63,584.03	36,000.00	158,384.84	507,875.16	28	681,581.73
	<i>Grand Totals</i>	\$0.00	(\$736.00)	(\$736.00)	(\$21,335.89)	(\$36,000.00)	(\$8,866.47)	\$44,130.47		\$46,138.96

# Child Support Agency

## Administrator Report for April/May 2012

### Department Activities/News

- Brown County Child Support Agency was awarded the following:  
***2011 Certificate of Recognition for Reduction of Unproductive Arrearage Cases***  
To receive the certificate, the CSA had to have exceeded the state-targeted performance level by 200%. The agency was recognized at the Director's Dialogue by Bureau Director Jackie Scharping
- Recognizing the need for 5 yr strategic plan for Child Support, a Workload & Organizational Workgroup (WOW) was formulated. The group is comprised of CSA volunteer staff & meets every Monday. WOW is responsible for analyzing workflow and identifying needs/efficiencies. A SWOT analysis has been completed & position descriptions/current duties have been reviewed/assessed to date
- Continued workgroup activities related to worklist assignment & timely action
- Unit meetings occur weekly on Mondays (Financial & Paternity) & Wednesday mornings (Enforcement) to ensure communication as well as to conduct ongoing training

### Staff Updates

- Received notification of two upcoming retirements
  - Debbie Maynard, Account Technician-last day 5/31 (22 yrs of service)
  - Bonnie Talerico, Paternity Specialist-last day 6/15 (17 yrs of service)
- Secured state trainer to provide cross-training for enforcement staff to assist financial unit in the absence of one of three FTE account technicians due to the retirement-date TBD

### Laserfiche Scanning

- Met with the 3 Corp Counsel Attorneys contracted with Child Support to determine needs relevant to scanning and matters of mutual interest regarding work flow & communication
- Provided Laserfiche system overview to all staff and attorneys at Agency meeting on 5/15

### Kronos Implementation

- Department went 'live' on Kronos time keeping system as of 4/30
- Wrote agency policy re: system use to establish standard guidelines & expectations which was then approved thru HR Manager
- Re-visited departmental scheduling with work group to promote efficiencies yet maintain flexibility

### Training & Meeting Overview

- Attended Safety meeting with BC Sheriff's Sgt. Cuny re: building security
- Attended department head Budget Strategies meeting on 4/19
- Attended Child Support Enforcement Assoc meeting (WCSEA) on 5/2 in Stevens Point
- Attended BCS Directors Dialogue on 5/3 & 5/4 in Stevens Point
- Attended Xerox Call Center on 5/10 in Milwaukee to better understand service provision
- Rolling out Civil Rights training (computer based) as required by State
- Coordinated training with Economic Support Trainer for CARES system overview for Child Support Staff

### LEAN

#### Kaizen Commendation

- Child Support Stipulation and Action to Compel Process on April 24, 25 and 26<sup>th</sup>

#### Facilitation

- Attended Facilitator Meeting on 5/8
  - Assigned to Golf Course Mowing Routes event
  - Assigned to Medical Examiner P-card process

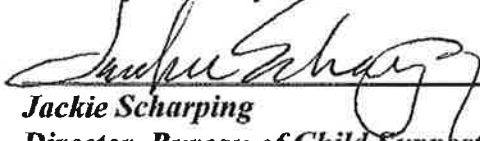
**2011**  
**Certificate of Recognition**  
**Reduction of Unproductive Arrearage Cases**  
  
**To**  
**BROWN COUNTY**

The Arrearage Case Collection rate, under federal performance standards, is the ratio of the number of eligible IV-D cases with a payment on arrears at any time during the federal fiscal year divided by the total number of IV-D cases *with arrears due anytime* during the federal fiscal year. Unless a payment is applied toward arrears, these cases count against states even if one or more arrears cases close before the end of the federal fiscal year. These cases are considered *unproductive cases*.

Congratulations to Brown County Child Support Agency for your achievement! Your performance on the 2011 ***Reduction of Unproductive Arrearage Cases*** Measure exceeded the state-targeted performance level by 200%. This accomplishment demonstrates the additional hardwork, and extraordinary effort Brown County committed to this project.

The Bureau of Child Support commends you and your staff for your efforts. This achievement makes a positive difference for the Wisconsin Child Support program and assists in improving the arrearage performance measure in future federal fiscal years.

Thank you for a job well done!

  
\_\_\_\_\_  
**Jackie Scharping**  
**Director, Bureau of Child Support**

# COUNTY OF BROOKLYN COMMENDATION



Brown County Lean Steering Committee  
Honoring

## CHILD SUPPORT STIPULATION PROCESS

APRIL 24-26, 2012

Congratulations and thank you to the Child Support Standardization of Stipulation Process team for their hard work, dedication and leadership in developing and implementing process improvements and helping create a LEAN Brown County.

### Participants:

Susie Berth - Team Leader  
Kathy Doney  
Karen Ferry  
Robyn Gillis  
Kara Herrbold  
Amy Kocha

Jolene Krings  
Ana Lares  
Amy Miller  
Ann Schmidt  
Tracy Pilot  
Carla Weber

### Facilitators:

Molly Hillmann & Mel Kirchman

In recognition of outstanding efforts and collaboration dated this 3rd day of May in the year 2012

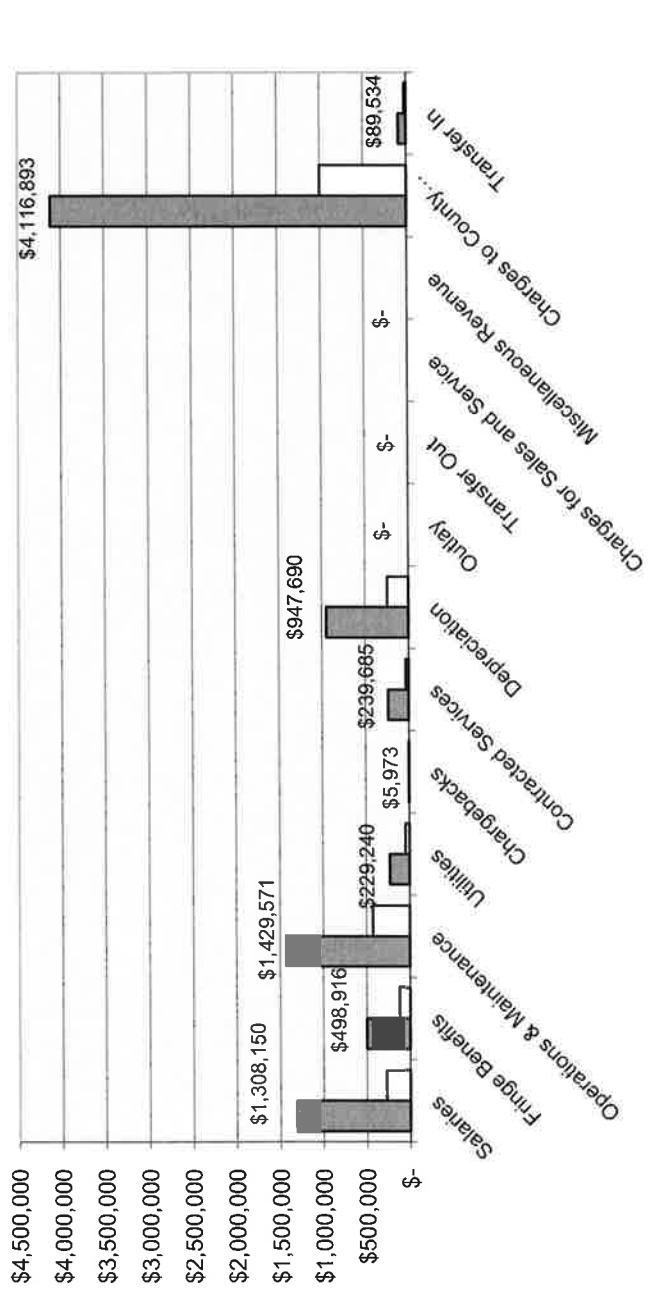
  
**TROY STRECKENBACH**  
COUNTY EXECUTIVE

  
**CATHY WILLIQUETTE LINDSAY**  
LEAN STEERING COMMITTEE CHAIR

**HIGHLIGHTS:**  
Expenses:  
 The expense budget for 2012 is tracking nicely.  
Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the programmer/analyst wages from the EMR project.

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,308,150	\$ 273,360	20.90%
Fringe Benefits	\$ 498,916	\$ 121,287	24.31%
Operations & Maintenance	\$ 1,429,571	\$ 425,944	29.80%
Utilities	\$ 229,240	\$ 47,974	20.93%
Chargebacks	\$ 5,973	\$ 1,468	24.58%
Contracted Services	\$ 239,685	\$ 34,203	14.27%
Depreciation	\$ 947,690	\$ 243,140	25.66%
Outlay	\$ -	\$ -	-
Transfer Out	\$ -	\$ -	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,116,893	\$ 1,001,730	24.33%
Transfer In	\$ 89,534	\$ 25,181	28.12%

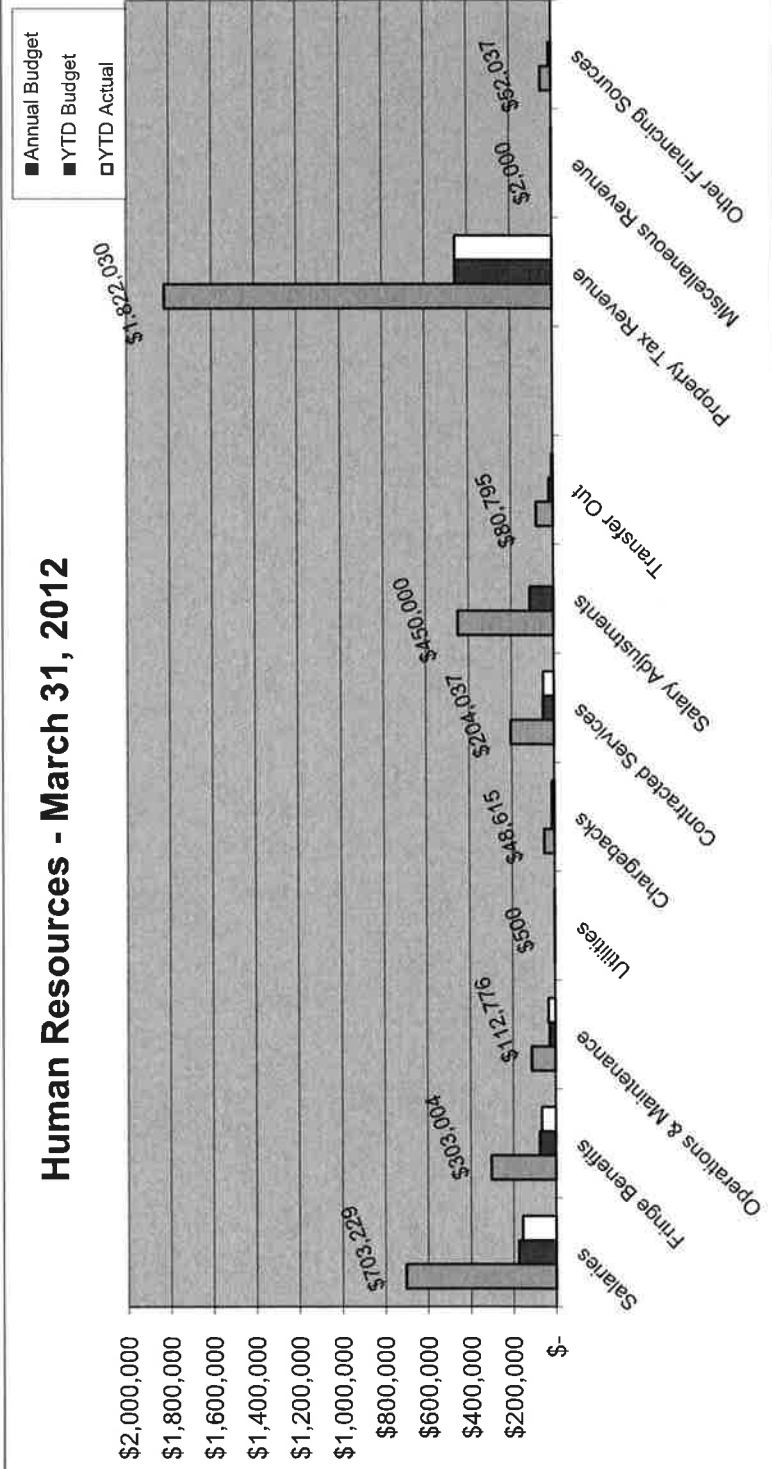
## Information Services March 2012



Brown County  
Human Resources  
Budget Status Report  
3/31/2012

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 703,229	\$ 175,807	\$ 155,649
Fringe Benefits	\$ 303,004	\$ 75,751	\$ 65,083
Operations & Maintenance	\$ 112,776	\$ 28,194	\$ 32,239
Utilities	\$ 500	\$ 125	\$ 39
Chargebacks	\$ 48,615	\$ 12,154	\$ 11,833
Contracted Services	\$ 204,037	\$ 51,009	\$ 50,829
Salary Adjustments	\$ 450,000	\$ 112,500	\$ -
Transfer Out	\$ 80,795	\$ 20,199	\$ 6,185
Property Tax Revenue	\$ 1,822,030	\$ 455,508	\$ 455,508
Miscellaneous Revenue	\$ 2,000	\$ 500	\$ 618
Other Financing Sources	\$ 52,037	\$ 13,009	\$ -

## Human Resources - March 31, 2012



# HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

Date: May 1, 2012  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR APRIL 2012

### Hires:

#### **Full-Time:**

Accountant Supervisor	1
Director of Administration	1
Facility Worker	1
Highway Laborer	1
Housekeeper I	1
Social Worker/Case Manager	5
Staff RN	1
Telecommunication Operator	2

#### **Part-Time:**

Public Health Nurse	1
---------------------	---

#### **Limited Term/Seasonal/On-Call:**

CNA – on call	6
Extra Help – IS	1
Husbandry Asst.	2
LPN – on call	1
Seasonal Golf Course	1
Seasonal Parks	8
Seasonal UW Extension	4
Social Worker/Case Manager – temp	1
Staff RN – on call	2
Switchboard Operator-Receptionist	1
Telecommunication Operator – temp	1

**TOTAL HIRES: 43**

### Separations:

#### **Full-Time:**

Clerk II	1
Correctional Officer	1
CNA	1
Housekeeper I	1
Social Worker/Case Manager	1
Telecommunication Operator	1

#### **Part-Time:**

Shelter Care Worker	1
---------------------	---

#### **Limited Term/Seasonal/On-Call:**

**TOTAL SEPARATIONS: 7**

### Current Employees:

Regular Employees: 1379 (1300.22 FTE's)  
Extra Help: 206 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)  
**Total Employees: 1585**

# HIGHLIGHTS:

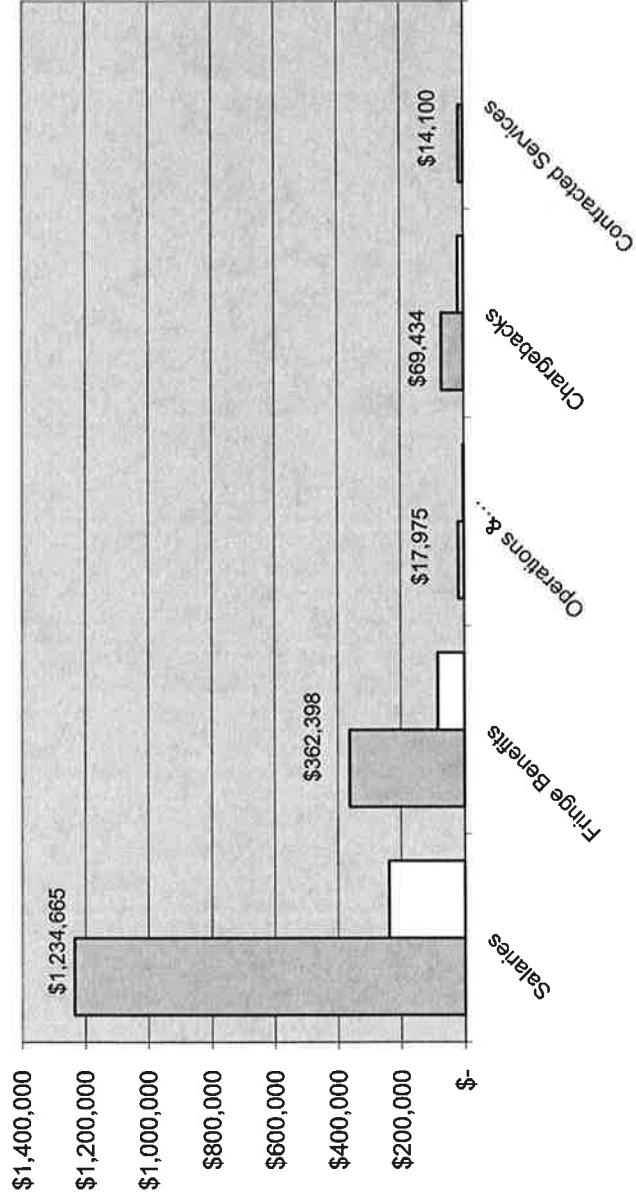
Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization. Transfer in is trending lower than expected because of two position vacancies on the project implementation team and the Accountant Supervisor.

Expenses: All expense categories are under budget. Salaries and fringe are under budget to due the vacancy of the Director of Administration, Accountant Supervisor, and project team members.

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,150,858	\$ 287,714	25.00%
Transfer In	\$ 547,714	\$ 90,484	16.52%
Salaries	\$ 1,234,665	\$ 238,048	19.28%
Fringe Benefits	\$ 362,398	\$ 83,838	23.13%
Operations & Maintenance	\$ 17,975	\$ 2,378	13.23%
Chargebacks	\$ 69,434	\$ 17,379	25.03%
Contracted Services	\$ 14,100	\$ -	0.00%

## Administration March 29, 2012

■ Annual Budget ■ YTD Actual





# Department of Administration - March 2012

Through 03/31/12  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 100 - GF</b>									
<b>REVENUE</b>									
Property taxes	1,150,858.00	.00	1,150,858.00	95,904.83	.00	287,714.49	863,143.51	25	288,876.75
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	547,714.00	61,074.00	608,788.00	36,294.56	.00	90,483.74	518,304.26	15	175,048.57
<b>REVENUE TOTALS</b>	<b>\$1,698,572.00</b>	<b>\$61,074.00</b>	<b>\$1,759,646.00</b>	<b>\$132,199.39</b>	<b>\$0.00</b>	<b>\$378,198.23</b>	<b>\$1,381,447.77</b>	<b>21%</b>	<b>\$463,925.32</b>
<b>EXPENSE</b>									
Personnel services	1,234,665.00	.00	1,234,665.00	107,676.32	.00	238,047.92	996,617.08	19	247,497.20
Fringe benefits and taxes	362,398.00	.00	362,398.00	39,395.05	.00	83,838.15	278,559.85	23	92,085.75
Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	17,975.00	.00	17,975.00	894.69	.00	2,377.92	15,597.08	13	4,045.81
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	43.71
Chargebacks	69,434.00	.00	69,434.00	5,376.45	.00	17,378.88	52,055.12	25	13,447.95
Contracted services	14,100.00	61,074.00	75,174.00	.00	.00	.00	75,174.00	0	.00
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$1,698,572.00</b>	<b>\$61,074.00</b>	<b>\$1,759,646.00</b>	<b>\$153,342.51</b>	<b>\$0.00</b>	<b>\$341,642.87</b>	<b>\$1,418,003.13</b>	<b>19%</b>	<b>\$357,120.42</b>
<b>Fund 100 - GF Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,698,572.00</b>	<b>61,074.00</b>	<b>1,759,646.00</b>	<b>132,199.39</b>	<b>.00</b>	<b>378,198.23</b>	<b>1,381,447.77</b>	<b>21</b>	<b>463,925.32</b>
<b>EXPENSE TOTALS</b>	<b>1,698,572.00</b>	<b>61,074.00</b>	<b>1,759,646.00</b>	<b>153,342.51</b>	<b>.00</b>	<b>341,642.87</b>	<b>1,418,003.13</b>	<b>19</b>	<b>357,120.42</b>
<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$21,143.12)</b>	<b>\$0.00</b>	<b>\$36,555.36</b>	<b>(\$36,555.36)</b>		<b>\$106,804.90</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,698,572.00</b>	<b>61,074.00</b>	<b>1,759,646.00</b>	<b>132,199.39</b>	<b>.00</b>	<b>378,198.23</b>	<b>1,381,447.77</b>	<b>21</b>	<b>463,925.32</b>
<b>EXPENSE TOTALS</b>	<b>1,698,572.00</b>	<b>61,074.00</b>	<b>1,759,646.00</b>	<b>153,342.51</b>	<b>.00</b>	<b>341,642.87</b>	<b>1,418,003.13</b>	<b>19</b>	<b>357,120.42</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$21,143.12)</b>	<b>\$0.00</b>	<b>\$36,555.36</b>	<b>(\$36,555.36)</b>		<b>\$106,804.90</b>

# Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount  
As of 3/31/2012

Department	Property Tax			Comments on Adjustments
	2012 Levy	Actual Need	Adjustments	(Over) / Under under = savings
<b>Administration</b>				
Corporation Counsel	\$ 134,132	\$ 131,155	\$ -	2,977
Clerk	79,768	87,979	-	(8,212)
Administration	287,715	251,159	-	36,555
Facilities	718,016	809,809	-	(91,793)
Human Resources	455,508	302,064	-	153,443
Treasurer expenses	137,107	137,236	-	(130)
Treasurer Investment Income	(941,167)	(979,969)	-	38,802
General Government	(3,091,965)	(1,852,342)	(1,242,847)	3,225
Child Support	100,220	244,626	-	(144,406)
Debt Service	-	(466)	3,655,860	(3,655,394)
Debt Service Principal	-	-	-	-
<b>Total Administration</b>	<b>(2,120,667)</b>	<b>(868,748)</b>	<b>2,413,013</b>	<b>(3,664,933)</b>
<b>Education &amp; Recreation</b>				
Library	1,675,644	1,528,553	147,091	-
Museum	220,526	231,756	-	(11,230)
Parks	284,876	118,733	-	166,143
Veterans Services	93,420	96,224	-	(2,804)
<b>Total Ed &amp; Rec</b>	<b>2,274,466</b>	<b>1,975,267</b>	<b>147,091</b>	<b>152,108</b>
<b>Executive</b>				
Board of Supervisors	146,020	169,627	-	(23,607)
Executive	56,991	94,775	-	(37,784)
<b>Total Executive</b>	<b>203,011</b>	<b>264,402</b>	<b>-</b>	<b>(61,390)</b>

Revenue has not been recognized from other municipalities, since elections did not occur in the first quarter.

Savings recognized due to vacancy of the Director of Administration.

Community Programs has not been charged for rent because the rental rate is being reviewed.

Salaries reimbursements have not occurred.

Treasurer's net - \$38,672; Tax deed expenditures normally do not occur until the second half of the year.

Shared revenue and exempt computer aid are not received from the State until July and November. The Oneida Service agreement is normally received in August. The transfer to reimburse the General Fund for vehicle purchased by the Sheriff's department needs to be completed.

Second quarter contracted services for the Call Center were paid in March and incentive payments have not been received from the State.

Debt payments are not made until May and November.

Balance is retained by Library. Budgeted outlay and software expenditures will not occur until later in the year. Savings have also been recognized in salaries and fringe due to vacancies.

Daily fees are less than budgeted.

The rental payment from the Packers was received in January.

Vehicle repairs and maintenance are more than budgeted for year. Health and dental costs are more than budgeted for the first quarter.

Dues/memberships are paid for the year. Legal services were paid for the remainder of the contract, but funds were not appropriated. This has been partially offset by the vacancy of the Internal Auditor.

Contribution to Advance was made for the year.

# Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount  
As of 3/31/2012

Department	Property Tax			Comments on Adjustments
	2012 Levy	Actual Need	Adjustments	(Over) / Under under = savings
<b>Human Services</b>				
Community Programs	4,347,026	8,949,403	-	(4,602,376)
Community Treatment Center	734,249	582,471	-	151,778
Health	489,694	446,895	-	42,799
Aging & Disability	222,537	222,537	-	-
Syble Hopp	712,600	1,608,224	(895,624)	-
<b>Total Human Services</b>	<b>6,506,107</b>	<b>11,809,530</b>	<b>(895,624)</b>	<b>(4,407,799)</b>
<b>Planning, Development &amp; Trans</b>				
Land & Water Conservation	131,580	149,514	-	(17,934)
Planning, Prop Listing, Zoning	143,807	10,443	-	133,364
Register of Deeds	(131,985)	(149,629)	-	17,644
UW - Extension	113,102	80,564	35,337	(2,799)
Highway	-	(331,350)	331,350	-
Highway Capital Projects	364,573	-	364,573	-
Highway County Roads/Bridges	28,750	100,871	(72,121)	-
<b>Total PD&amp;T</b>	<b>649,828</b>	<b>(139,586)</b>	<b>659,139</b>	<b>130,276</b>
<b>Public Safety</b>				
Circuit Courts	527,653	372,139	-	155,514
Clerk of Courts	179,699	55,126	-	124,573
Public Safety Communications	1,442,160	1,379,957	-	62,203
Medical Examiner	43,855	33,664	-	10,192
District Attorney	309,988	313,136	-	(3,148)
Sheriff	6,872,821	6,586,417	-	286,404
<b>Total Public Safety</b>	<b>9,376,175</b>	<b>8,740,438</b>	<b>-</b>	<b>635,737</b>
<b>TOTALS</b>	<b>\$ 16,888,920</b>	<b>\$ 21,781,302</b>	<b>\$ 2,323,619</b>	<b>\$ (7,216,001)</b>

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## 2012 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
12-48	4/19/12	Library	Transfer of \$6,000 between accounts for the donation by Friends of the BC Library to redesign and layout the service desks at W-H and Ashvaubenon branch libraries.	3a	N/A	N	---	J2046 No actual
12-49	4/25/12	Administration	2011 to 2012 Carryover funds.	3a	Approved 4/25/12	N	---	J2042, J2059, J1738

Revised 5/14/12

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DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

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May 15, 2012

TO: Administration Committee

FROM: Brent Miller  
Director of Administration

SUBJECT: May Director's Report

**Departmental Updates**

*2013 Budget Process Update*

- Capital project request forms and equipment pricing request forms were sent out to departments for completion in early May
- Budget packets were distributed to the internal service funds (IS, insurance, departmental copiers) in mid-May—their budgets are due by June 1

*2011 Audit*

- Auditors were on-site May 2-11 to audit the 2011 financial statements; Finance staff continues work on the CAFR

*PCI Compliance*

- Two responses have been received from the PCI-Qualified Security Vendor RFQ, and both have HIPAA compliance expertise

*Building Security*

- Risk Management met with Courthouse Security personnel and Northern Building department heads to discuss building security issues. Personnel toured the building, identifying emergency shelter areas as well as potential security issues

**Financial System Implementation Project**

*Kronos Implementation*

- Kronos Time & Attendance has now been successfully implemented in the following areas: all Northern Building departments, Land Conservation, UW Extension, Golf Course and NEW Zoo
- The next departments to be implemented will be: Facility Management, Clerk of Courts, District Attorney and Human Services

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive